

DEPARTMENTAL RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is routine clerical work involving primarily the typing and filing of various police records. Personal performance in the preparing, receiving, clearing, and maintaining of files and records. Supervision is received from the police chief or other department officials.

EXAMPLES OF WORK

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Receives accident, crime, or other reports and types them according to established procedures;

Adds new information to the files of persons with police records;

Types letters occasionally which may be taken by dictation;

Gathers data from file records and prepares for the Police Chief and various police agencies;

Revises department filing system when necessary;

Types forms, letters, bulletins, index cards, memoranda, and other office material from rough draft or from detailed instructions;

Answers telephone or acts as office receptionist, routes visitors and calls, serves and gives out routine information not requiring interpretation of laws, ordinances or departmental policies;

Takes statements from witnesses and confessions from prisoners which may be taken by dictation;

Performs related duties as assigned, required, or indicated;

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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